



Environmental Science and Services Division  
Water Division

## Instructions for Best Management Practices (BMP) Cost-Share Form

(Authorized by 1994 P.A. 451)

These directions provide guidance for filling out form EQP-5846, the BMP Cost Share Form. This form is used primarily as a tool for tracking the cost and location of Best Management Practices (BMPs) installed with DEQ Nonpoint Source grant funding, and, secondly, to document expenses for cost-share practices. The DEQ is required to produce annual reports for the US Environmental Protection Agency and the Michigan legislature to detail the use of state and federal grant funds. In addition, the data are used to share information about specific practices with potential and current grant recipients. For example, the DEQ hopes to provide information on average costs for specific BMPs, and identify where practices have been implemented. In the future, watershed organizations will be able to look at installed BMPs to assist in their planning efforts.

The MSOFFICE, EXCEL-based version of this form and these directions are available on-line at the DEQ web page, [www.michigan.gov/deqnps](http://www.michigan.gov/deqnps), under Grantee Tools: Status Reports.

### **General Instructions.**

One or more BMP Cost-Share Forms are to be filled out each quarter in which BMPs are implemented as part of a contract, using grant or matching funds. Use as many forms as necessary to include all sites that received treatment during the reporting period.

Note: If no BMPs were implemented in the quarter, the grantee should indicate so in their status report narrative. Also note that if no BMPs were implemented in the quarter, no costs should be included in the cost-share line item of the budget form.

### **At the top of the form:**

**DEQ Tracking Code.** Use the DEQ tracking code provided by the Project Administrator.

**Reporting Period.** Include the start and end dates of the reporting period. If reporting quarterly, use these reporting periods:

- October 1 – December 31, (year)
- January 1 - March 31, (year)
- April 1 – June 30, (year)
- July 1 – September 30, (year)

**Grantee.** Fill in the name of the organization under contract with the DEQ.

**Project.** Fill in the name of the project.

### **In the Columns and Rows:**

**Column 1. Site # or Name.** Include a distinctly named site number or site name for each site where BMPs were installed.

**Column 2. Site Location.** DEQ is now requiring grantees to provide site locations in Latitude/Longitude up to four decimal degrees. If assistance is needed obtaining exact site locations, GPS units are available for use by grantees from your DEQ project administrator. Grantees may also use the TRS Query (Township Range Section) program to obtain latitude/longitude in degrees minutes seconds and convert manually to decimal degrees. The TRS Query program is available by request from your DEQ project administrator.

**Column 3. Pollutant Source.** List the source of each pollutant. Use the drop down menu to select one of the following:

- Agriculture
- Construction
- Forestry
- Mining
- Recreational (including golf course)
- Residential
- Stream bank/shoreline
- Transportation (including roads)
- Urban

**Column 4. System of Best Management Practices (BMPs) and Measurement Units.**

Include all BMPs installed at each site, whether they were paid for with grant cost share dollars, used as local match, or paid for with other funds. Use the drop down menu to select from the standardized list of BMPs (below). For recreational access site stabilization, road endings, road stream crossings, septic systems corrections, slope/shoreline stabilization, stream bank stabilization and most basins, you must report all component practices implemented at these sites. The component practices may or may not appear on the list below (i.e. for these six BMPs you may use practices other than those on the list).

Report BMP names based on the primary reason you corrected the site. For example, if you installed numerous BMPs to stabilize an eroding shoreline, the primary BMP is slope/shoreline stabilization and you'd list the component BMPs underneath. If you installed some vegetation to filter pollutants, the best "fit" is probably a filter strip. If you don't know how to report your BMPs or installed BMPs other than those reported above, contact Amy Peterson at 517-373-2037

**Columns 5 and 6. Primary and Secondary Units.** The standardized list of BMPs, below, includes the name of the BMP, followed in parenthesis by the primary measured unit for the BMP. Report the primary unit in column 5.

Some BMPs also have secondary units (**column 6**). For example, see "Detention Basins (#). Secondary unit: drainage area (acres)." This means that for detention basins, you must report both the number of basins installed at a given site in column 5 and the drainage area in **column 6**.

In columns 5 and 6 include the primary units and secondary units for all the BMPs you listed in column 4.

**Standardized BMPs: (primary unit is listed in parenthesis; secondary unit if applicable)**

- Abandoned wells (#).
- Access road (linear feet). This includes construction site access roads, forestry access roads, and any other access roads.
- Alternate watering source (#).
- Animal waste facility (#). Secondary unit: number of animals being served by the facility.
- Basin retrofits (#). Secondary unit: drainage area (in acres). List all component BMPs installed as part of the basin retrofit (e.g. any sediment forebays/traps, erosion control structures, diversions, underdrains, etc.)
- Bioretention (#). Secondary unit, volume treated. Includes rain gardens, grassed swales and other practices that use proper soils and vegetation to provide treatment and hydrologic stabilization via filtration, detention and evapotranspiration. Include all component BMPs installed.
- Broad based dip (#).
- Catch basin inserts (#).
- Check dams (#). This includes check dams placed in ditches.

- Composting facility (#). Secondary unit: # of animals.
- Cover crops: (acres).
- Critical area treatment (acres). Critical Area Treatment is stabilizing critically eroding areas using vegetation.
- Detention basins (#). Secondary unit: drainage area (in acres). Report here NRCS WASCObS (water and sediment control basins), wet detention basins, extended detention basins. List all component BMPs installed as part of the basin (e.g. any sediment forebays/traps, erosion control structures, diversions, etc.)
- Diversion (#).
- Erosion control structure (#).
- Fencing (linear feet). Include fencing used on any site. Do not include filter fence.
- Filter strip (linear feet). Secondary unit: acres. Do NOT report number of filter strips. A filter strip is designed to filter pollutants.
- Forest riparian buffer strips (linear feet). Secondary unit: acres. Do NOT report number of buffer strips. A forest riparian buffer is the NRCS three-zone concept (grass, shrubs and trees).
- Forest road closure (#).
- Forest skid trail (linear feet).
- Grade stabilization structure (#). Note that this includes drop structures but not check dams.
- Grassed waterway (#). Secondary unit: linear feet. Grassed waterways are used for stormwater conveyance.
- Green roof (square feet).
- Infiltration/retention basin (#). Secondary unit: drainage area (in acres). This BMP is an excavation out of existing porous materials; basin holds water at the surface. List all component BMPs installed as part of the basin (e.g. any sediment forebays/traps, erosion control structures, diversions, underdrains, etc.)
- Infiltration trench (#). Secondary unit: drainage area (in acres). This BMP is an excavation usually filled with rock; holds water below the surface.
- Livestock crossing (#). Includes animal trails and walkways.
- Log landing (#).
- Modular pavement (square feet).
- No-till (acres). No till includes true no-till, along with zone-till or strip till.
- Oil/grit separator (#).
- Pasture and hayland seeding (acres).
- Permanent conservation easement (linear feet). Secondary unit: number of acres.
- Porous pavement (square feet).
- Recreational access site stabilization (#). Report the number of recreational access sites stabilized, then list ALL of the individual practices and materials used at the recreational access site, the units for each practice and material, and their related costs, such as any boat or canoe launches or landings, stairs, fencing, etc. See Example 1.
- Reduce-till (acres). Reduce till includes mulch till and chisel plowing. Reduced till must meet 30% residue.
- Road ending (#). Report the number of road ending sites stabilized, then list ALL of the individual practices and materials used to stabilize the road ending, the units for each practice and material, and their related costs, such as any infiltration practices, revetments or retaining walls, stairs, fencing, etc. See Example 2.
- Road stream crossing (#). Report the number of road-stream crossings stabilized, then list ALL of the individual practices and materials used to stabilize the crossing, the units for each practice and material, and their related costs, such as any culvert installations, numbers of turnouts, numbers of stabilized outlets, any related seeding/mulching, etc. See Example 3.
- Sediment basin (#). Secondary unit: drainage area (in acres). These are NOT in-stream basins.

- Septic system corrections. Report the number of septic system corrections (which will be 1 for Clean Water Fund projects), then list all the major component practices that made up that correction project (i.e. number of linear feet of sewer line installed, number of individual units replaced or removed, any pump/lift stations, etc.)
- Slope/shoreline stabilization (linear feet). Report the number of linear feet of slope/shoreline stabilized, then list ALL of the individual practices and materials used to stabilize the slope/shoreline and their related costs, such as any retaining walls, gabions, critical area treatment as part of the slope/shoreline stabilization, etc.
- Stabilized outlet (#). List these separately if NOT part of a recreational access stabilization, slope/shoreline stabilization, stream bank stabilization or road-stream crossing.
- Stormwater conveyance channel (#). Secondary unit: linear feet. This includes rock-lined channels or ditches. Report grass conveyance channels as Grassed Waterways.
- Stream bank stabilization (#). Secondary unit, number of linear feet of bank stabilized. List ALL of the individual practices and materials used to stabilize the bank and their related costs, including riprap, specific bioengineering practices, any revetments, anchors, etc. See Example 1.
- Stream channel restoration (#). Secondary unit: linear feet. Include practices to reconstruct or restore a stream channel, using practices such as wing deflectors, J-hooks, and vortex weirs. Report the number of stream channel sites restored. (A site is a consecutive stretch of channel). Then list ALL of the individual practices and materials used at each site, the units of each practice and material, and their related cost.
- Temporary road-stream crossing (#).
- Water bar (#).
- Wetland restoration/creation (#). Secondary unit: acres.
- Windbreak (linear feet). This practice includes the trees used in creating the windbreak, plus any companion BMPs such as mulching and filter fence.
- Yard Waste Management (number of landowners). Includes installing compost bins and other related yard waste management practices.

Report conservation tillage under either reduced till or no-till.

**DO NOT REPORT HERE:**

- Filter fence should not be reported as a separate BMP, since it is part of stabilizing a site using one or more of the above BMPs.
- ICM (Integrated Crop Management) is to be reported on the ICM form EQP-5848. Do not report any of the following (or related practices) on this BMP Cost-share form.
  - ICM applicator calibration.
  - ICM irrigation scheduling.
  - ICM pest management.
  - ICM comprehensive nutrient management plan (manure management).
  - ICM nutrient management.

**Column 7. Date Completed (month/day/year).** Include the date each BMP in the system of BMPs was installed. Note in Example 1 that Farmer Brown installed fencing and seeding in the July 1 – September 30 reporting period and is seeking reimbursement for those practices. There is no date for the alternate watering source, so the project administrator knows that that practice hasn't been installed yet—and that no funding should be reported for the alternate watering source.

**Column 8. Grant Funds This Period.** Include the amount of DEQ Nonpoint Source grant funds that were used to implement each practice. If reporting on more than one practice, add the Grant Funds down the column and total it on the TOTALS row.

**Column 9. Match Funds This Period.** Include the amount of money that was used as match to implement each practice. If reporting on more than one practice, add the Match Funds down the column and total it on the TOTALS row.

**If more than one site is reported, grant and match funds will total at the bottom of the form.**

**\$ Values reflected as** ☐ **Cost Share** ☐ **Contractual on the budget sheet (check one).**

The grant and matching funds filled in for columns 8 and 9 are usually reflected as Cost Share costs on the budget form. If that is the case for your project, check "Cost Share" on the form. If the BMP costs are to be included under contractual on the budget, check "Contractual."

**Column 10. Other Funds This Period.** Include any funds other than DEQ Nonpoint Source grant funds and matching funds used to install each practice. For example, assume a road-stream-crossing site was stabilized. Assume the grant is a Clean Water Act Section 319 grant, and that federal Transportation Enhancement funds (TEA 21) were also used to stabilize the site. The TEA 21 funds should be reported under "Other Funds" because TEA 21 cannot be used to match 319 grants.

**Column 11. Pollutant Controlled per Source.** List the pollutant(s) that were controlled by the system of BMPs. This is most often Sediment (S), Phosphorus (P) and Nitrogen (N). If reporting chemical oxygen demand or other pollutants, add them to the sheet below the N.

**Column 12. Estimated Load Reduction.** Calculate sediment (S), nitrogen (N) and phosphorus (P) loading reductions for each source listed in the second column, but only when the entire system of BMPs has been installed. Do NOT fill in the estimated load reduction if all BMPs in the system of BMPs have not been installed.

In Example #1, the grantee reported the BMPs installed during the quarter at each of three sites (two farm sites and one road crossing). The grantee also reported pollutant reduction information for the road crossing because all of the BMPs for the road crossing site were installed during the quarter. The entire system of BMPs for the farm sites were not, however, completed this quarter, so the grantee did not report pollutant reduction information on the farm sites in Example #1. In the following quarter (Example #3) all the BMPs were installed at the farm sites, so the grantee reported the pollutant reduction information for the farm sites.

Use the DEQ document, "Pollutants Controlled Calculation and Documentation" to estimate the load reduction from the implemented BMPs. (Copies available from Nonpoint Source website).

Report values according to the following:

- Sediment in tons.
- Nitrogen in pounds.
- Phosphorus in pounds.

**If more than one site is reported on a form, pollutant reduction values will total at the bottom of the form.**

**At the bottom of the form:**

**Source of "Other Funds."** Include at the bottom of the form, the source of any "Other Funds." Other funds are funds other than grant funds and matching funds.

**Method Used to Calculate Loadings** (drop-down box). Select from DEQ Pollutants Controlled Manual, Region V, STEPL or Other. **If you choose Other, write the methodology used in the space to the right of the drop-down box.**

**If all sites for a given reporting period don't fit on one form, use more than one form and total the pollutants for each form separately.**